



Memorandum

TO: Civil Service Commission

FROM: Jennifer Schembri

**SUBJECT: AMENDMENTS TO THE
CLASSIFICATION PLAN**

DATE: February 27, 2024

Section 3.04.520 of the Civil Service Rules states that when the Director of Human Resources revises or amends the City's classification plan, he/she shall file a written copy of each revision with the Commission at or before the next regular meeting of the Commission. The following are revisions to the classification plan that have been made since the last meeting of the Commission.

1. New Class Specification

- a. Community Activity Specialist (6106)

2. Reallocation of Positions

The following is the result of a significant change to the position's responsibilities.

Position Number	From (Current Class)	To (New Class)	Department
00020274	Public Information Representative II (4234)	Senior Public Information Representative (6338)	Housing

Jennifer Schembri
Director of the City Manager's Office of Employee Relations
Director of Human Resources

Attachments:
Community Activity Specialist Class Specification